

**Board of Education
Upper Saddle River, New Jersey
Regular Session
Monday, October 17, 2016, 8:00 p.m.**

Minutes

This Work Session of the Upper Saddle River Board of Education was held in the Cavallini School Media Center of the Upper Saddle River Schools beginning at 8:00 p.m. Mrs. Johnston opened the meeting and stated that the meeting was being held in compliance with PL 1975, Chapter 232 and appropriate notice had been provided to the designated newspapers, the Borough Clerk and all interested parties requesting such notification.

Members present: Mrs. Johnston, Mr. Amano, Mrs. Fusaro, Mrs. Gandara, Mrs. Pittman, Mr. Prisco, Dr. Verducci

Members absent: None

Also present: Dr. Browne, Mrs. Imbasciani

CONFIDENTIAL SESSION

Mrs. Fusaro made a motion, seconded by Mr. Prisco to convene into Executive Session at 7:15 p.m. Mrs. Johnston then read the following statement:

WHEREAS, the members of the Upper Saddle River Board of Education deem necessary to discuss personnel and legal matters, and

WHEREAS, the topics to be discussed are within the exemptions which are permitted to be discussed and acted upon in confidential session pursuant to PL 1975, Chapter 231,

NOW, THEREFORE, BE IT RESOLVED that the minutes of the meeting will be made public when the need for privacy no longer exists. Action may be taken.

Mr. Prisco made a motion, seconded by Mrs. Pittman to adjourn Executive Session at 8:00 p.m.

Dr. Verducci made a motion, seconded by Mrs. Fusaro to convene into Work Session at 8:00 p.m.

OPENING STATEMENT:

Mrs. Johnston

Mrs. Johnston welcomed the public to the meeting.

PRESENTATIONS:

Board Ethics Training

Mrs. Imbasciani

Mrs. Imbasciani conducted the annual Board Ethics Training presentation to the Board in order to satisfy NJAC 6:3-1.2 and NJAC 6A:30. Highlights of the presentation included:

- Code of Ethics
- School Ethics Act – What Board members may and may not do
- Common areas of concern
- Negotiations and the role of the Board member
- Advisory opinions
- Doctrine of Necessity
- Where to get help

RECOGNITION OF VISITORS: None

ADMINISTRATION – HIB:**Dr. Browne**

A motion was made by Mr. Prisco and seconded by Mrs. Pittman to approve the Administration – HIB Agenda Item A and was approved by all in attendance.

- A. Approve the following Resolution:

BE IT RESOLVED that the Board affirms the Superintendent’s decision that investigation #**091416001 is an incident as defined under HIB Policy #5512. The Board Secretary/Business Administrator shall notify the parents and/or guardians of the Board’s decision in writing in accordance with Board Policy and N.J.S.A. 18A:37-15(e).

ADMINISTRATION:**Dr. Browne**

A motion was made by Mrs. Fusaro and seconded by Mr. Prisco to approve Personnel Consent Agenda Items A through D and was approved by all in attendance.

- A. Designate the week of October 3, 2016, as a State-wide “Week of Respect.”
- B. Designate the week of October 17, 2016, as Red Ribbon/School Violence Awareness Week, Reynolds School.
- C. Designate the week of October 17, 2016, as Red Ribbon/School Violence Awareness Week, Bogert School.
- D. Designate the week of October 17, 2016, as Red Ribbon/School Violence Awareness Week, Cavallini Middle School.

This motion will be one motion that encompasses items A through D and will be voted on at the October 24, 2016 meeting. This motion has been recommended for approval by the Superintendent.

- A. Approve the Annual QSAC Statement of Assurance.
- B. Approve the 2017/18 School Calendar, as per attached.
- C. First reading of the following Bylaws, Policies and Regulation:
- | | |
|---------------|-----------------------------------------------------------------------------------------------------------------|
| Policy 1220 | Employment of Chief School Administrator (revised) |
| Policy 1310 | Employment of School Business Administrator/Board Secretary (revised) |
| Policy 3111 | Creating Positions (revised) |
| Policy 3124 | Employment Contract (revised) |
| Policy 3125 | Employment of Teaching Staff Members (revised) |
| Policy 3125.2 | Employment of Substitute Teachers (revised) |
| Policy 3126 | District Mentoring Program (revised) |
| Policy 3141 | Resignation (revised) |
| Policy 3144 | Certification of Tenure Charges (revised) |
| Policy 3159 | Teaching Staff Member/School District Reporting Responsibilities (revised) |
| Policy 3222 | Evaluation of (Non) Teaching Certified Staff Members (Excluding Classroom Teachers and Administrators (revised) |
| Policy 3231 | Outside Employment as Athletic Coach (revised) |
| Policy 3240 | Professional Development for Teachers and School Leaders (revised) |
| Policy 3244 | In-Service Training (abolished) |
| Policy 4159 | Support Staff Member/School District Reporting Responsibilities (revised) |
| Policy 5305 | Health Services Personnel (revised) |
| Policy 5339 | Screening for Dyslexia (revised) |
| Policy 5350 | Student Suicide Prevention (revised) |
| Policy 5514 | Student Use of Vehicles on School Grounds (revised) |

Policy 7481	Unmanned Aircraft Systems (UAS also known as Drones (new))
Policy 8441	Care of Injured and Ill Persons (revised)
Policy 8630	Bus Driver/Bus Aide Responsibility (revised)
Policy 9541	Student Teachers/Interns (revised)

Regulation 3221	Evaluation of (Non) Teaching Certified Staff Members (Excluding Classroom Teachers and Administrators) revised
Regulation 3222	Evaluation of (Non) Teaching Certified Staff Members (Excluding Classroom Teachers and Administrators) (revised)
Regulation 5330	Administration of Medication (revised)
Regulation 8441	Care of Injured and Ill Persons (revised)

D. Approve the School Bus Emergency Evacuation Drill Reports (in accordance with N.J.A.C. 6A:27-11.2) as follows:

1. On October 11, 2016, between 9:30 a.m. and 10:15 a.m., all students in the Reynolds Elementary School, 391 West Saddle River Road, Upper Saddle River, New Jersey, participated in school bus emergency evacuation drills. The drills took place in front of the school and included Routes 1, 2 and 3 and Routes A through F. Mrs. Devin Severs, Reynolds School Principal, and Mr. Thomas Inzalaco, Scholastic Bus Company Safety Director, supervised the drill.
2. On October 11, 2016, between 10:15 a.m. and 11:00 a.m., all students in the Bogert Elementary School, 391 West Saddle River Road, Upper Saddle River, New Jersey, participated in school bus emergency evacuation drills. The drills took place in front of the school and included Routes 1, 2 and 3 and Routes A through F. Mr. David Kaplan, Bogert School Principal, and Mr. Thomas Inzalaco, Scholastic Bus Company Safety Director, supervised the drill.
3. On October 02, 2016, between 11:00 a.m. and 12:00 p.m., all students in the Cavallini Middle School, 392 West Saddle River Road, Upper Saddle River, New Jersey, participated in school bus emergency evacuation drills. The drills took place in front of the school and included Routes 1, 2 and 3 and Routes A through F. Mr. James McCusker, Cavallini Principal, Mr. Michael DeSocio, Cavallini Assistant Principal, Ms. Traci Bowles, Administrative Intern, and Mr. Thomas Inzalaco, Scholastic Bus Company Safety Director, supervised the drill.

DISCUSSION:

- Mrs. Fusaro asked if our calendar is aligned with that of Northern Highlands.
- Dr. Browne responded that our major breaks are in alignment except that the Northern Highlands February break is not the full week.

PERSONNEL:

Dr. Browne

A motion was made by Mrs. Pittman and seconded by Mr. Prisco to approve Personnel Consent Agenda Items A through G and was approved by all in attendance.

- A. Create/Abolish (not applicable)
- B. Job Descriptions (not applicable)
- C. Resignations
 1. Accept the resignation of Jessica M. O'Rorke, Basic Skills Instructor at Bogert, effective December 5, 2016.
 2. Accept the resignation of Curtis L. Pickett, Custodian, effective November 17, 2016.

- D. Leaves (not applicable)
- E. Change in Position (not applicable)
- F. Appointments
 - 1. Appoint Chang-Po Chen to the position of Music Teacher at Bogert School, BA, Step 1-2, effective on or about October 18, 2016, subject to the satisfactory completion of the completion of the criminal history records check required by law.
 - * 2. Appoint Artlind Kortocci to the position of Campus Aide, effective on or about October 18, 2016, subject to the satisfactory completion of the criminal history records check required by law.
- G. Substitutes/Consultants/Volunteers (not applicable)

DISCUSSION:

- Mr. Prisco said he was sad to see Mrs. O’Rorke leave. His child had a wonderful experience with her.

FINANCE:

Mrs. Imbasciani

A motion was made by Dr. Verducci and seconded by Mr. Prisco to approve Finance Consent Agenda Items A through H and was approved by all in attendance.

- A. Approve the following Resolution:

WHEREAS, the Upper Saddle River Board of Education (hereinafter referred to as the “Board”) advertised for bids regarding the Partial Window Replacement Project at Emil A. Cavallini Middle School (hereinafter referred to as the “Project”); and

WHEREAS, on October 7, 2016, the Board accepted bids for the Project; and

WHEREAS, the lowest responsible bid for this Project was submitted by Panoramic Window and Door Systems, Inc. (hereinafter referred to as “Panoramic”), with a total bid in the amount of \$244,000.00; and

WHEREAS, the bid submitted by Panoramic is responsive in all material respects and it is the Board’s desire to award the contract for the Project to Panoramic.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board hereby awards the contract for the Project to Panoramic in a total contract amount of \$224,000.00.
2. This award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the project specifications, together with an AA201-Project Manning Report, and an executed A-101, Standard Form of Agreement Between Owner and Contractor, and an A-201, General Conditions of the Contract for Construction, as prepared by the Board Attorney, within ten (10) days of the date hereof.

BE IT FURTHER RESOLVED that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

*Related to staff member

- B. Rescind the revised contract with the Bergen County Special Services School District, Educational Enterprises Division, for the provision of Behavior Services for the 2016/17 school year, at a rate not to exceed \$54,672.00.
- C. Approve the revised contract with the Bergen County Special Services School District, Educational Enterprises Division, for the purpose of Behavior Services, four (4) days per week from September 2016 through January 2017, at a rate not to exceed \$67,536.00.
- D. Approve the contract with Bergen County Special Services School District, Educational Enterprises Division for the provision of Teacher of the Deaf Services, for the 2016/17 school year, for a student whose name is on file in the Board Office, at a rate not to exceed \$6,930.00.
- E. Approve the contract with Bergen County Special Services School District, Educational Enterprises Division for the provision of Teacher of the Deaf Services, for the 2016/17 school year, for a student whose name is on file in the Board Office, at a rate not to exceed \$3,630.00.
- F. Approve the placement of a student whose name is on file in the Board Office at the Valley Program effective October 18, 2016.
- G. Approve the placement of a student whose name is on file in the Board Office at The Craig School effective October 11, 2016.
- H. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Cost	Travel Cost
Anti-Bullying Specialist Workshops Monroe Township, NJ	October 13, 2016 February 7, 2017	Sara Senger	\$300.00	\$79.79
TC Workshop: Build Key Emergent Literacy Skills in Your Pre-K Classroom New York, NY	October 18, 2016	Tina Barone	\$50.00	\$57.70
Maximizing Your Investment in Safety and Emergency Notification Technology Rutherford, NJ	October 20, 2016	Daniel Cazes	\$0.00	\$12.52
TC Workshop: Amplify: Digital Pedagogy for Today and Tomorrow New York, NY	October 21, 2016	Jaclyn Passanante Christine Thies	\$50.00 \$50.00	\$57.63 \$59.75
NJTEEA Conference – “Embrace Engineering” Wayne, NJ	October 21, 2016	James Gorab	\$150.00	\$0.00
Classroom Leadership Old Tappan, NJ	October 25, 2016	Samantha Smith	\$185.00	\$0.00
NJ Science Teachers 40 th Annual Convention Princeton, NJ	October 25, 2016	Patricia Kramer Donna Moran	\$175.00 \$175.00	\$0.00 \$0.00
Next Generation Social Studies, Literacy, Inquiry, and Technology Piscataway, NJ	October 25, 2016	Catherine Teehan Eileen Tyburczy	\$90.00 \$90.00	\$0.00 \$24.07
TC Workshop: A How to Guide to Nonfiction New York, NY	October 28, 2016	Helen Vega	\$50.00	\$65.00
34th Annual ABA Conference Atlantic City, NJ	October 28, 2016	Stacy Schiff	\$250.00	\$58.03
Superintendent’s Summit Nashville, TN	November 2-5, 2016	Monica Browne	\$0.00	\$650.00

Assessment of Children: WISC-V & WPPSI-IV Teaneck, NJ	November 2, 2016	Melissa DiBartolo Kristen Groen	\$100.00 \$100.00	\$0.00 \$0.00
Everyday Math Discussion Forum Mahwah, NJ	November 3, 2016	Alicia Giammanco Marissa Hopson	\$0.00 \$0.00	\$0.00 \$0.00
Organizational Skills and the Role of Executive Functioning Paramus, NJ	November 4, 2016	Meredith Ardito	\$0.00	\$0.00
Maximizing Essential Math Skills and Concepts for Students With Disabilities And Struggling Learners Monroe Township, NJ	November 9, 2016 January 18, 2017 March 1, 2017	Lauren Rozema	\$375.00	\$145.71
NGSS: Beyond the Basics Montclair, NJ	November 15, 2017	Lyndsey Campana	\$150.00	\$0.00
Conference for School-Based Speech Language Pathologists Newark, NJ	December 2, 2016	Elaine Stern	\$249.00	\$0.00
Improving Executive Functions - Strategies to Rewire the Brain & Change Behavior Parsippany, NJ	December 16, 2016	Kristen Groen	\$199.00	\$0.00
Oral Language Training New Providence, NJ	January 27, 2017	Janice Clare	\$125.00	\$0.00
Northeast Conference on the Teaching of Foreign Languages New York, NY	February 10, 2017	Maria Bevia Desiree Lascarro Colleen Moran Marguerite Soojian	\$175.00 \$175.00 \$175.00 \$175.00	\$30.00 \$60.00 \$71.50 \$58.74
Interventions for Students with Dyslexia and Other Reading Difficulties – Grades K-12 New Providence, NJ	March 28, 2017	Janice Clare	\$135.00	\$0.00

This motion will be one motion that encompasses items A through G and will be voted on at the October 24, 2016 meeting. This motion has been recommended for approval by the Superintendent.

A. Approve the Minutes of Board Meetings:

September 12 and September 26, 2016

B. Approve the Bills List for September 2016 as follows:

10	General Current Expense	\$66,296.92
11	General Current Expense	\$2,074,719.56
12	Capital Outlay	\$101,594.00
20	Special Revenue Funds	\$41,440.20
60	Trust Fund	\$28,663.70
	Total	\$2,312,714.38

C. Approve the Transfers for September 2016.

D. Approve the Board Secretary and Treasurer's Reports dated September 2016 and to certify that after review of these reports and upon consultation with appropriate district officials, as to the best of our knowledge, no major account or fund has been over expended in violation of NJAC 6A:23-2.11 and that sufficient funds are available to meet the district's financial obligation for the remainder of the year.

E. Approve the 2015/16 Audit.

- F. Approve the completed 2015/16 Corrective Action Plan, as per attached.
- G. Approve the following Resolution:

SNOW REMOVAL AGREEMENT RENEWAL

WHEREAS, the Upper Saddle River Board of Education (hereinafter referred to as the "Board") desires to renew the Snow Removal Services Agreement (hereinafter referred to as the "Agreement") that currently exists between the Board and Pat Scanlan Landscaping, Inc. (hereinafter referred to as, "Pat Scanlan" to provide snow removal services for the 2016-2017 school year at a cost of \$49,995; and

WHEREAS, based upon its experience, Pat Scanlan is prepared to and desires to furnish snow removal services to the Board and has been performing said services in an effective and efficient manner since on or about October 10, 2014; and

WHEREAS, the parties are desirous of memorializing the terms of the agreement.

NOW THEREFORE BE IT RESOLVED, by the Board that the terms, stipulations and conditions are established in the Agreement between the Board and Pat Scanlan which is annexed to this Resolution, are hereby adopted and approved by the Board of Education. The Board President and Business Administrator/ Board Secretary are hereby authorized and directed to execute the attached Agreement and any other documents necessary to effectuate said Agreement.

RECOGNITION OF VISITORS: None

ADJOURNMENT

Mrs. Johnston

A motion to adjourn was made by Mrs. Fusaro and seconded by Mr. Prisco at 8:33 p.m.

Sincerely,

Dana Imbasciani, Board Secretary